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N.Y.
SLOANE HOSPITAL FOR WOMEN
****

CONSTITUTION

1913

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1913

Columbia University
in the City of New York

College of Physicians and Surgeons

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Constitution, By-Laws

and

Rules and Regulations

of the

Sloane Hospital for Women

College of Physicians and Surgeons
Columbia University
New York

Amended January 15, 1913

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CONSTITUTION

ARTICLE I.

Title.

The name by which this Institution shall be known shall be "The Sloane Hospital for Women."

ARTICLE II.

Objects.

The objects of this Institution shall be to afford facilities for instruction in the study and practice of obstetrics and gynecology to such students of the College of Physicians and Surgeons as the Faculty thereof may select; and to afford accommodation and furnish skilful attendance to women who desire an asylum during their period of confinement, or are in need of operative treatment.

ARTICLE III.

Management.

The management of the Hospital shall be under the direction and control of a Board of Managers composed of the following persons, and their successors in office, to wit:

William D. Sloane, representing the Donors.

James W. McLane, M.D., Dean of the Faculty of the College of Physicians and Surgeons.

Cornelius Vanderbilt, representing the Trustees of Columbia University.

Francis Delafield, M.D., and T. Mitchell Prudden, M.D., representing the Faculty of the College of Physicians and Surgeons.

ARTICLE IV.

Power to Fill Vacancies.

The Board of Managers shall have power to fill all vacancies that may occur in the said Board.

In case of the death, resignation, or disability of William D. Sloane, the Board of Managers shall fill the vacancy so

caused, by the election of such person as the said William D. Sloane may nominate by his last Will and Testament, or by an instrument in writing signed by him, or in default of such nomination, by such person as shall be nominated in writing by the personal representatives of the said William D. Sloane. In the event of the failure of the said William D. Sloane and his representatives to make such nomination the Board shall elect a male descendant of the said William D. Sloane, or of William H. Vanderbilt; and in case there is no such descendant the Board shall elect a person of their own nomination.

In case of the death, resignation, or disability of Cornelius Vanderbilt, the said Board of Managers shall fill the vacancy so caused by the election of one of the Trustees of Columbia University.

In case of the death, resignation, or disability of Francis Delafield, M.D., or T. Mitchell Prudden, M.D., respectively, the said Board of Managers shall fill the vacancy so caused by the election of a member or members of the Faculty of the College of Physicians and Surgeons. The Dean of the Faculty of the College and the Professor of Obstetrics in said College shall always, ex-officio, be members of the Board.

The Dean, and the members of the Faculty of the College of Physicians and Surgeons hereafter elected members of the Board of Managers shall hold office as such managers only so long as they shall be officially connected with said College.

Any Trustee of Columbia University hereafter elected shall hold office as Manager only so long as he be officially connected with said University as Trustee.

ARTICLE V.

Powers and Duties of Managers.

The Board of Managers shall have the entire control and management of the hospital with exclusive power to make the necessary rules and regulations for conducting the business thereof, and for providing such medical attendance as shall in their judgment be requisite; but they shall have no power to do any act affecting the title to, or disposition of the hospital, or of any of the property in the hospital, or of the money or securities constituting the endowment fund of said hospital, which shall at all times be vested in and belong to the Trustees of Columbia University. The said Board shall have the direction of the expenditure of the in-

come arising from such endowment fund as has heretofore been or may hereafter be provided by the Donors for the support and maintenance of the said hospital, and of all other income which said hospital may be entitled to receive from any source whatsoever.

ARTICLE VI.

Educational Purposes of the Hospital.

The said Hospital shall be controlled and managed in such manner as to afford the most favorable opportunities to the students of the College of Physicians and Surgeons for practical instruction in Obstetrics and Gynecology, and the Professor of Obstetrics in said College shall have the direction of the service and management of said Hospital, so far as the same relates to or affects the administration of the hospital as an educational institution.

ARTICLE VII.

Amendments to the Constitution.

Amendments to the Constitution shall be proposed in writing at a regular meeting of the Board of Managers, and may be acted on at the next regular meeting of the Board, or at a special meeting called for that purpose; and shall be adopted only on a concurrence of a majority of the Board of Managers.

BY-LAWS

OF THE

BOARD OF MANAGERS

§ 1. There shall be a President, a Secretary, and a Treasurer, who shall respectively discharge the usual duties of such officers. **Officers.**

§ 2. The officers shall be elected by ballot at the Annual meeting in January in each year. **Election of Officers.**

§ 3. The President shall preside at all meetings of the Board; in case of his absence the Managers present shall elect one of their number to preside. He shall appoint all Committees, and shall have general supervision of the management of the Hospital. **President.**

§ 4. The Secretary shall keep the minutes of the proceedings of the Board; shall preserve such papers and records as do not pertain to the office of Treasurer; shall give due notice to members of all meetings, and generally shall perform such duties as usually pertain to the office. **Secretary.**

§ 5. The Treasurer shall collect, receive, and receipt for all moneys to which the said Hospital is entitled, including the income of the endowment fund, and shall keep proper books of account thereof; and at the close of the fiscal year shall submit a statement showing the financial situation. **Treasurer.**

§ 6. At the Annual Meeting the President shall appoint an auditing and a visiting committee, each to be composed of two members. **Committees.**

§ 7. The Auditing Committee shall examine the Treasurer's accounts at the close of each fiscal year and report on the same to the Board. **Auditing Committee.**

§ 8. The Visiting Committee shall make frequent inspections of the Hospital and render reports thereof to the Board. **Visiting Committee.**

§ 9. The Annual Meeting of the Board shall be held on the third Wednesday in January, and regular meetings shall be held on the third Wednesday of March, May, and November. Three members shall constitute a quorum for the transaction of business. The President may call a special meeting whenever he shall deem it necessary, giving at least one day's notice. **Meetings.**

Medical Staff.

§ 10. The Board shall appoint a Medical Staff to consist of one Consulting Obstetrician and Gynecologist; one Attending Obstetrician and Gynecologist; two Assistant Attending Obstetricians; two Assistant Attending Gynecologists; a Resident Obstetrician and four Assistants; a Resident Gynecologist and one Assistant; a Pathologist and one or more Anesthetists.

The Resident Obstetrician and his four Assistants and the Resident Gynecologist and his one Assistant shall reside in the Hospital and shall constitute the House Staff.

The appointment of the Assistant Attending Obstetricians and Assistant Attending Gynecologists shall be for one year from the date of the annual meeting.

§ 11. The Board of Managers shall appoint a Superintendent and an Assistant Superintendent of the Hospital; a Principal and an Assistant Principal of the Training School.

Rules and Regulations.

§ 12. The Board of Managers shall prescribe rules and regulations respecting the management of the affairs of the Hospital. Such rules and regulations may be amended at any meeting of the Board by a majority of those present.

Suspension of Officers.

§ 13. If any officer or Physician shall become unfit to execute his office, or shall conduct himself contrary to the rules of the Hospital, or refuse or neglect to execute the same, the Board may suspend or discharge the officer or Physician.

Order of Business at Meetings.

§ 14. The order of business shall be as follows:

1. Reading of Minutes of the last meeting.
2. Reports of Committees.
3. Communications.
4. Special order if any.
5. Unfinished business.
6. Motions and resolutions.

Amendments.

These By-Laws may be amended at any regular meeting of the Managers by a majority of those present, provided that a copy of the proposed amendment shall have been mailed to each member at least five days before the meeting.

RULES AND REGULATIONS FOR THE HOSPITAL

HOUSE MEDICAL STAFF.

§ 1. The House Medical Staff shall consist of a Resident Obstetrician and four assistants, and a Resident Gynecologist and one assistant.

The Assistant Obstetricians shall be designated as the First, or Night Senior Assistant; the Second, or First Day Senior Assistant; the Third, or Second Day Senior Assistant, and the Fourth, or Junior Assistant.

The Gynecological Assistant shall be designated as the Assistant Resident Gynecologist.

§ 2. The Resident Obstetrician shall serve during the pleasure of the Board of Managers, and each of his assistants for a period of four months.

The Resident Gynecologist shall serve during the pleasure of the Board of Managers, and the Assistant Resident Gynecologist for a period of one year. All of these House Officers shall reside at the Hospital. In addition there shall be one or more Gynecological Anesthetists, who shall reside and be allowed to practise outside of the Hospital.

§ 3. The Resident Obstetrician and Resident Gynecologist shall visit each patient in their respective Divisions morning and evening, and be prepared to report the state of the patients to the Head of the Division.

§ 4. They shall not be absent at the usual visiting hour of the Head of the Division.

§ 5. The Resident Officer of each Division shall record all prescriptions and directions for their administration in books to be kept for that purpose.

§ 6. He shall be held responsible for full and accurate histories being taken of every case which comes under his professional charge, which shall be preserved in books provided for the purpose.

§ 7. He shall give special attention to the ventilation, temperature, and light of the wards.

§ 8. He shall inspect at frequent intervals the food served to the patients and report the condition of the same to the Head of the Division.

§ 9. In any case of serious emergency he shall immediately report the same to the Head of the Division, or if he can not be found, to his next assistant.

§ 10. He shall in no case substitute one of his assistants in the performance of any duty specially incumbent on himself, except by permission of the Head of the Division.

§ 11. All instruments and apparatus shall be in the custody of the Resident Officers; shall be kept in the places assigned to them, and shall not be loaned for use outside of the Hospital except to the Head of the Division or one of his assistants.

§ 12. It shall be his duty to enter upon the proper catalogue any new instruments or apparatus that shall from time to time be added to the collection, and he shall be held responsible for the safekeeping of the same.

§ 13. The Resident Officer shall accompany the Head of the Division in his visits to the wards.

§ 14. Members of the House Staff shall not engage in any other business than that of the Hospital during their term of service, nor shall they practise outside the Hospital.

§ 15. The Resident Officer of the Division or one of his assistants shall examine all patients who present themselves for admission to the wards of the Hospital.

§ 16. The Resident Obstetrician and his First and Second Assistants shall not be absent from the Hospital simultaneously, nor shall the Resident Gynecologist and the Assistant Resident Gynecologist be absent simultaneously.

§ 17. Leave of absence may be granted to the Resident Officer of each Division and to the Assistant Resident Gynecologist for a period not exceeding two weeks during each six months of service. Applications for such leave shall be presented to the Head of the Division. The vacations of the Resident Obstetrician and Resident Gynecologist must not be taken simultaneously, or overlap each other.

§ 18. No member of the House Staff shall receive any compensation or gift from any patient unless authorized to do so by the Head of the Division.

§ 19. No member of the House Staff shall take part in post-mortem examinations.

§ 20. At the expiration of their terms of service a Diploma may be granted to the members of the House Staff, on recommendation of the Head of the Division, if their services have been acceptable to the Managers.

§ 21. When a patient dies the Resident Officer shall promptly notify the Head of the Division, and, in case of an autopsy, the Pathologist. He shall also fill out the death certificate as required by the Board of Health.

No autopsy shall be performed without permission.* In the case of the death of an adult, a written permit shall be obtained from the husband of the deceased, or, if there be no husband, from the next of kin charged by law with the duty of burial, in the order named: child, brother, sister, father, mother, uncle, aunt, nephew, niece. In the case of the death of an infant whose father does not claim the body, oral permission from the mother in the presence of two witnesses shall be deemed sufficient; but in other instances permission in writing must be obtained from the father.

§ 22. The House Staff are forbidden to visit either the corridors or the rooms set apart for the use of the Principal or the Assistant Principal of the Training School, or the rooms of any of the nurses.

§ 23. Members of the House Staff having occasion to be absent from the Hospital shall leave notice of their departure and return at the office.

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*The New York State Law provides that an autopsy may be performed "whenever and so far as the husband, wife, or next of kin of the deceased, being charged by law with the duty of burial, may authorize dissection for the purpose of ascertaining the cause of death, and no further."

§ 24. The Resident Obstetrician, or, in his absence, the Resident Gynecologist, shall be the Chief Officer of the House Staff.

Applications for Positions on the House Staff.

Applications for positions on the House Staff may be registered at any time with the Resident Officer of the Division. Such applications shall be referred to the Head of the Division who shall consider the same with reference to the qualifications of the applicants, professionally and otherwise. The names of applicants approved by the Head of the Division shall be sent to the Board of Managers, by whom the appointments shall be made.

ADMISSION OF PATIENTS.

§ 1. The admission of patients shall be under the control of the Resident Officer of the Division; he shall receive or reject applicants as in his discretion may seem advisable.

§ 2. On the Obstetrical Division patients should be instructed to apply for admission between the hours of two and four o'clock P.M. Patients in labor shall be admitted at any hour of the day or night.

On the Gynecological Division patients should be instructed to apply for admission between the hours of 10.30 A.M. and 12 M.

§ 3. The circumstances of patients admitted to the wards of the Gynecological Division shall be investigated at the Superintendent's office, and if able to do so they shall be required to pay in advance for board and care the sum of $10.50 per week.

§ 4. Such persons as are unable to pay the above sum, or any part of it, shall be admitted free.

§ 5. Applicants for admission who may wish special accommodations in private rooms must make arrangement for such accommodations with the Superintendent of the Hospital.

§ 6. No patient suffering from any infectious or contagious disease, whose presence in the Hospital is deemed prejudicial to the welfare of the other inmates shall be admitted, nor any whose case does not require the special benefits of the Hospital.

THE SUPERINTENDENT.

§ 1. The Superintendent is the executive officer of the Board and is responsible to them for the general management of the Hospital. She is to see that all regulations and directions are promptly and efficiently carried out, and for that purpose she shall have, under the direction of the Board, the general control of all the departments of the Hospital and of all employees.

§ 2. She shall have power to engage and dismiss all hospital employees who are not appointees of the Board of Managers, and it shall be her duty to dismiss any such employee who shall be guilty of conduct detrimental to the discipline of the Hospital.

§ 3. She shall be responsible for the purchase of provisions and all other stores and supplies required for the Hospital, and for the proper issue of the same.

§ 4. She shall see that all articles purchased for the Hospital have their correct weight, measure and quantity; that the same are recorded in a book kept for that purpose and shall properly account for their distribution.

§ 5. She shall receive all money paid by patients for board and care during their stay in the Hospital. She shall keep in books provided for the purpose a regular and accurate account of all moneys received and disbursed by her on behalf of the Hospital, and shall at the end of each month render an account of the same to the Treasurer.

§ 6. She shall pay servants' wages, and examine and certify all bills and forward them to the Treasurer.

§ 7. She shall be responsible for the cleanliness and order of all parts of the Hospital, and she shall see that the food is economically and properly prepared for the House Staff, patients, nurses, and servants.

§ 8. The Assistant Superintendent shall perform such duties as may be assigned to her, and during the absence of the Superintendent shall take the place of that officer.

THE PRINCIPAL AND ASSISTANT PRINCIPAL OF THE TRAINING SCHOOL.

§ 1. The Principal of the School shall exercise the functions of her office subject to the general authority of the Resident Officer of the Division.

§2. The nurses, however, shall be under her direct supervision and control, and her authority shall extend over all that pertains to the duties and discipline of the nurses in the wards, as well as to the details of their instruction.

§ 3. In case of misconduct or insubordination, she may suspend a nurse from duty, and refer the case to the Attending Obstetrician for final decision.

§ 4. She shall see that the studies of the nurses are diligently pursued; that their work is properly performed; that their deportment is correct; and that the rules pertaining to their duties and conduct are carefully obeyed.

§ 5. She shall see that the directions for the nursing and care of all patients given by the Attending and Resident Officers are carefully executed.

§ 6. She shall superintend and visit the wards and see that they are well conducted.

§ 7. She shall make a report to the Board of Managers on the third Wednesday in January, March, May, and November, on the work of the school, giving a list of the nurses who have received instruction, stating the hospitals from which they have been sent, together with a recommendation of those to whom in her judgment a diploma should be granted.

§ 8. The Assistant Principal of the School shall exercise the functions of her office subject to the authority of the Principal and to the general authority of the Resident Officers.

§ 9. The duties of the Assistant Principal shall be such as the Principal may direct and include such things as relate to the management and conduct of the Training School.

§ 10. Instruction shall be given by the medical officers of the Hospital, and by the Principal and by the Assistant Principal of the Training School.

§ 11. The Principal of the Training School and the Assistant Principal shall not be absent at the same time from the Hospital, nor shall either of them be absent from the Hospital during the regular sleeping hours of the other.

§ 12. The Principal of the Training School, the Assistant Principal, and the nurses are forbidden to visit the rooms of the Resident Medical Officers.

§ 13. All communications and requests from the Superintendent of the Hospital and from the Principal of the Training School, relating to repairs, emergency supplies, etc., for the Hospital, shall be made directly to the Board of Managers.

PERIODS OF SERVICE FOR NURSES.

§ 1. The regular service of the undergraduate nurse on the Obstetrical Division shall consist of three months.

§ 2. A post-graduate course for nurses shall be given and shall consist of a four months' service, two of which shall be spent on the Obstetrical Division and two on the Gynecological Division.

RULES FOR NURSES.

§ 1. The hours of duty for nurses are from 7 A.M. to 7 P.M. by day, and from 7 P.M. to 7 A.M. by night, and they must be in their respective wards promptly at the appointed hours.

§ 2. The hours for meals are as follows:

Breakfast, from 6.40 to 7.30 A.M.
Luncheon, from 12.30 to 1.30 P.M.
Dinner, from 5.30 to 7 P.M.

A suitable supper will be provided for the nurses on night duty.

§ 3. The nurses may be absent from the Hospital one hour each day, one afternoon each week, and four hours on Sunday when practicable.

§ 4. When a patient is admitted to the Hospital a complete list of her clothing and effects is to be made, and this, together with the number of the closet assigned to the patient for the safekeeping of her effects, shall be registered on a card provided for the purpose and signed with the name of the receiving nurse. She shall take all money and valuables at once to the Operating-Room Nurse who shall record them in a book provided for the purpose and be responsible for them until they can be deposited in the office safe.

VISITORS.

Visitors shall not be admitted to the obstetrical wards except by the special permission of the Resident Obstetrician. Visitors will be admitted to the gynecological wards on Sundays, Tuesdays, and Fridays from one to two P.M.

Not more than two visitors will be allowed any one patient except by the special permission of the Resident Gynecologist.

No articles of food or drink shall be carried by visitors into the wards. They must be left with the clerk and if approved by the Resident Officer of the Division will be sent to the patient.

GENERAL REGULATIONS.

No patient shall leave the Hospital without the special permission of the Resident Officer of the Division.

No wines, spirits, or malt liquors shall be allowed in the Hospital, except such as may be ordered for medical purposes, and the same are to be under the control of the Resident Officer of the Division.

STUDENTS.

All students while in attendance at the Hospital shall be subject to such rules and regulations as the Board of Managers shall prescribe. In order to render the Hospital (as far as may be consistent with the welfare of the patients) conducive to the advancement of medical science, the Attending Staff may provide practical instruction for the students who are admitted to see the practice of the Hospital.

PATHOLOGIST.

The Pathologist shall make all post-mortem examinations on persons dying in the Hospital. He shall have charge of all specimens from post-mortem examinations, and of all such as are removed by operation in the Hospital, and shall deliver to the College of Physicians and Surgeons such specimens as are desired for preservation, unless otherwise directed by the Attending Staff.

He shall record on a blank to be bound with the history of the patient, a complete description of all autopsy findings, and shall index the same in a book provided for the purpose.

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Annex